

COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH

TRANSFER OPPORTUNITY

This is not an official examination bulletin

INTERMEDIATE TYPIST CLERK

The Northeast Wellness Center is seeking a highly qualified Bilingual Spanish-speaking individual. This individual must possess the ability to function in a fast-paced working environment.

EXAMPLES OF DUTIES:

- Answering questions from the public on the telephone and in person in regards to center's policies and procedures with respect and courtesy
- Making, rescheduling, and canceling doctor's appointments
- Receiving and logging payments from clients
- Having a strong knowledge of computer programs: Word, Excel, Outlook, Power Point, Integrated System (IS), PATS
- Data entry of staff's Units of Service
- Timekeeper liaison

QUALIFICATIONS

- Bilingual Spanish speaking
- Ability to multi-task, prioritize, organize to meet deadlines for assignments and audit compliance
- Have strong verbal and written communication skills
- Highly motivated/Self-starter
- Ability to work independently and as a team player
- Having excellent social skills

REWARD

- Supportive Environment
- Huge Learning Opportunity
- Award Winning Wellness Center

Interested individuals currently holding the payroll title of Intermediate Typist Clerk are encouraged to e-mail or fax their resume, master timecard – 2 years, and last 2 performance evaluations no later than **June 22, 2012** to:

Linda Fazio, LCSW
Program Supervisor
Northeast Wellness Center
5564 N. Figueroa St.
Los Angeles, CA 90042
(323) 341-5100
Fax: (323) 254-3950